

**Project Name:** *Write out the entire, specific name.*

California Water Plan Update 2013: Guide for Writers and Editors

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**Project Objective Statement:** *What must the project do? By When? Keep this statement to 25 words or less. Make it SMART (Specific, Measurable, Achievable, Relevant, and Time-based).*

By January 2011, provide initial guidance for writers/editors that includes tips, style preferences, templates, instructions, policies, and other resources related to preparing and publishing California Water Plan Update 2013.

**Triple Constraint Trade-off**

<b>Resources</b>	M	<i>Select a different flexibility letter for each constraint</i> <i>N= Not Flexible</i> <i>S= Somewhat Flexible</i> <i>M= Most Flexible</i>
<b>Schedule</b>	S	
<b>Scope</b>	S	

<b>Estimated Start Date:</b>	October 25, 2010	<b>Estimated End Date:</b>	December 31, 2010
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**Project Deliverables:** *What is the project going to produce? Create a list of tangible products that will result from project.*

A guide for authors and editors that includes:

- a style sheet;
- a description of the expected level of editing (what it includes and how long it takes);
- a preliminary glossary (based on last version's glossary);
- a list of preferred acronyms and abbreviations, and a general policy about how to abbreviate terms within text;
- an outline and tracking sheet for each volume (these will be electronic and for use by the project management and editorial staff in tracking the status of text, graphics, and other parts/pieces);
- tips for writers about how they can review their content before it goes to editing or peer review;
- an overview of the document's scope, purpose, and audience (the project manager would provide the information, and it may include details specific to each draft, if audience/purpose of deliverable change from one review draft to the next);
- a work flow/timeline and a process for coordinating graphics and data;
- a plan for file organization and version control, as well as an established folder structure for the project on the network (with a link to 2009 files that may be useful to writers);
- a policy about citations/references and examples of them;
- templates to allow editors to format text easily (these will be electronic Word files that are mapped to InDesign templates);
- a proofreading checklist and description of the design concept;
- tools to help editors crosscheck references/citations and prepare acronym lists and glossary lists;
- a matrix of the publication's editing/writing/review staff and roles; and
- tip sheets on various topics of Word (track changes, table formatting, templates and styles, and any other topics requested).

**Strategic Fit:** *What is the Strategic Initiative Identifier for this project?*

Provides professional, cost-effective, and timely services in support of DWR's programs, consistent with governmental regulatory and policy requirements.

**Customer:** *Who are you doing the project for?*

The authors, editors, project managers, and readers of California Water Plan Update 2013.

**Customer Benefits:** *What customer requirements does this project address? Relate these to: increase revenue, avoid costs, improve service, and/or comply with a mandate? Create a short list of customer benefits.*

This guide will help to improve the efficiency of writing/editing tasks, ensure the water plan's compliance with requirements for State documents (California Government Code Section 6219), ensure consistency in text and other content, avoid costs associated with disorganization and inefficiency, meet larger project goals and DWR standards, and maintain the timeline of deliverables.

**Successful Completion Criteria:** *How will the success of the project be determined from the customer's perspective? Make criteria measurable so there is no doubt as to the project's success. Create a short list.*

The guide will consolidate information related to the project, help editors and writers to meet the expectations of readers, and build trust in readers (by improving consistency and accuracy).

**Project Background:** *What is the primary motivation for this project? Include a brief high level description of the business area, the current situation, the desired situation, and the gaps that exist. This summary builds on your description in the Project Initiation form.*

Large, high-profile documents like the California Water Plan require robust document management, in addition to project management, as well as the cooperation of numerous writers, editors, graphic designers, and technical staffs. Comprehensive guidelines for various facets of the editing and writing process—from the smallest details to the big picture—can ensure that everyone involved with the document is on the same page about standards and practices and can help everyone work together to produce a consistent, coherent, professional product.

**Project Scope:****In Scope:** *List areas and functionality included in project.*

Best practices and strategies for document management, editing, and writing.

**Out of Scope:** *List areas and functionality not included in project.*

The guide will focus on document management, not project management (i.e., it won't cover team budgets, staffing, contracts, or other necessary considerations of the project that do not directly relate to the document's editing and writing needs).

**Dependent Projects:** *What projects must be underway or completed before this project can be successful?*

A proofreading checklist and InDesign templates will not be possible until the design approach/branding of California Water Plan Update 2013 has been determined.

Some parts of the guide will require input and approval from others (project managers/directors/sponsors etc.).

**Risks:** *What characteristics or situations could cause this project to fail? Identify those items which are outside the jurisdiction of project and could result in a "show-stopper" to the project success. Create a short list.*

Workload conflicts (other projects), lack of input from project managers/technical staff, delays in establishing a final style for California Water Plan Update 2013 because of conflicting preferences in topics related to writing and design, changes in values or practices when the State's administration changes in January 2011.

**Assumptions and Constraints:** *What assumptions were made in defining project? Are there constraints to the execution of project? List assumptions and constraints.*

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**This Project Should Have:**

<b>Project Management Plan</b> <input type="checkbox"/>	PMP will include: <i>check all that apply</i>	Work Breakdown Structure <input type="checkbox"/>	Communications Plan <input type="checkbox"/>	Procurement Plan <input type="checkbox"/>	Human Resources Plan <input type="checkbox"/>
Quality Management Plan <input type="checkbox"/>	Stakeholder Register <input type="checkbox"/>	Risk Register <input type="checkbox"/>	Project Budget <input type="checkbox"/>	Project Schedule <input type="checkbox"/>	DWR Form 1498 <input type="checkbox"/>

**Major High-Level Milestone Targets:** *What events measure progress? E.g. Initiation Approved, Analysis Complete.*

Milestone	Target Date
Submission of as many parts of the guide as possible to Gretchen for review.	November 15, 2010
Incorporation of Gretchen's input and submission of the draft guide to Lew, Paul, and others for review. (Possible meetings to discuss their input, as well.)	December 6-December 20, 2010
Finalization of as much of the guide as possible.	December 30, 2010
Dissemination to document staff.	January 5, 2011
Editor-conducted training for document staff as appropriate (in Word topics such as tracking changes, for instance, or in editing topics, such as reference/citation crosschecking, etc.).	January and February 2011 and thereafter as needed

#### Project Core Team Members

Team Member	Phone/E-mail	Role
Sarah Sol	(916) 651-9610	Co-lead, Publications Team for California Water Plan Update 2013
Gretchen Goettl	(916) 651-9605	Co-lead, Publications Team for California Water Plan Update 2013
Lew Moeller		Project manager for California Water Plan Update 2013
Paul Massera		Project sponsor for California Water Plan Update 2013
Additional publications team staff, including representatives of graphics/design/repro staffs		Technical support

Charter Version Number: 1

Updated By:

Date:

Approved By:

Date: